

ANNUAL PROFESSIONAL DEVELOPMENT CREDIT REPORTING FORM



For period of 01/01 _____ to 12/31 _____

Each BCEE or BCEEM is required to obtain a combined total of 40 Professional Development Hours (PDHs) every two years. The categories of continuing professional development activities are: Professional Work Experience, Teaching, Education and Other Professional Development. BCEEs or BCEEMs have the option of successfully completing the Oral Examination in their certified specialty every two years in lieu of accumulating PDHs to maintain certification. If more than 40 PDHs are earned in any two-year certification period, up to 20 PDHs may be carried over into the succeeding two-year certification period.

NAME: _____

(Please Print)

Specialty(ies) in Which You Are Certified (circle appropriate choice(s): AP GE HW IH RP SW WW SE
Complete only NAME, Specialty(ies), Signature & Date on printed final copy of this page (Sheet 1); enter PDH credits earned from Sheet 2 CEUs (AMPLIFICATION FORM on reverse side). On the AMPLIFICATION FORM, enter credit item no., names of courses, sponsors, locations, dates, CEUs (if granted), and PDH Item no. (corresponding to Item no. on this page).

PROFESSIONAL WORK EXPERIENCE IN ENVIRONMENTAL ENGINEERING PDHs

- Item 1. Professional Work Experience (including teaching for full-time faculty) – 12 PDH/year (12 mos) of full-time relevant employment..... _____
Pro-rate according to actual employment duration if less than one year of work performed e.g. semi-retired person doing 3 months equivalent work per year would earn 3.0 PDH OR consulting work performed for 3 summer months by full-time environmental engineering faculty member would earn 3.0 PDH in addition to credit for teaching experience.

Total PDHs – Professional Work Experience..... _____

TEACHING EXPERIENCE IN ENVIRONMENTAL ENGINEERING

- Item 2. Courses taught by NON-FULL TIME faculty, first time offered – 15 PDH per 3 credit-hour course; Repeat of updated course – 3 PDH/course repeated..... _____
- Item 3. Mentoring experience – 2 PDH per student per semester/term..... _____

Total PDHs – Teaching..... _____

EDUCATION*

- Item 4. College or University Courses Completed – 5 PDH per 3 credit-hour course..... _____
- Item 5. Correspondence or Short Courses Completed – 1.0 PDH/CEU..... _____
- Item 6. Seminars or Symposia Attended – 1.0 PDH for each one-day session attendance..... _____
- Item 7. Relevant Conference Attended – 1.0 PDH for each one-day session attendance..... _____
- Item 8. ABET Curricula Accreditation Visits – 5 PDH/Visitor or 4 PDH/Observer per visit..... _____

*Related to environmental engineering practice.

Total PDHs – Formal Courses Attended..... _____

OTHER PROFESSIONAL DEVELOPMENT

- Item 9. Equipment exhibitions – 1 PDH per one-day active attendance per event..... _____
- Item 10. Sabbatical or leave of absence for environmental engineering study or research 1.25 PDH per month of relevant effort..... _____
- Item 11. Preparation and presentation/publication of environmental engineering-related paper; 25 PDH as sole author, 15 PDH as co-author, or 5 PDH when 3 or more co-authors, if peer reviewed; for non-peer reviewed paper, use 20% of peer reviewed paper PDHs; 1 PDH per 8 hours peer review efforts..... _____
- Item 12. Professional Society or Advisory Committee Work in relevant environmental professional organization – 15 PDH as Committee Chair/year; 1 PDH per 8 hours effort as Committee Member per year, OR 1 PDH per 8 hours service on Board of Directors or as an officer of a qualifying environmental professional organization, OR 1 PDH per 8 hours service as member of an examination panel for an accredited certification or specialty certification program..... _____
- Item 13. AAEE Committee work as Vice/Deputy/Co-Chairs and State Representatives, 7 PDH per year. As a member of AAEE examination panel of an accredited certification or specialty certification program – 0.5 PDH per interview..... _____
- Item 14. Author of published environmental book – 40 PDH for sole author; pro-rate if co-author/contributor based on number of contributors; minimum of 5 PDH for book chapter; editor of book or conference proceedings – 10 PDH/book pro-rated if more than 1 editor..... _____
- Item 15. Self Study, e.g. reading technical papers, books, etc., outside normal function – 1 PDH/30 hours of self study with credit limited to maximum of 180 self study hours/year (verif. docum. req'd. for > 1 PDH)..... _____

Total PDHs – Other Professional Development..... _____

TOTAL CONTINUING PROFESSIONAL DEVELOPMENT HOURS..... _____

If you are unsure of how to report a professional development activity or if a particular activity qualifies, please contact the Academy's Executive Director for clarification.

I certify, to the best of my information and belief, the information on this form is true and correct.

Signature

Date

NOTE: An audit of randomly-selected sample of Professional Development Credit Reports will be performed annually by the Recertification Committee. Those audited will be requested to supply documentation supporting PDH's claimed on Report Form.
Please Complete Reverse Side

